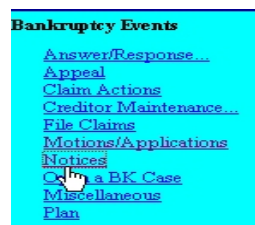
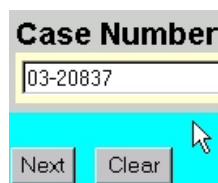

Notice of Change of Address

STEP 1 Select **Bankruptcy** from the **Main Menu**, then click on **Notices**.

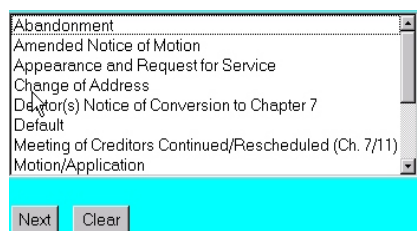


STEP 2 The **Case Number** screen displays.



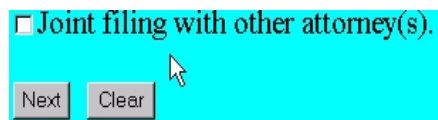
- ◆ Enter a **Case Number** and click on the **Next** button.

STEP 3 The **Select the Type of Notice** screen displays.



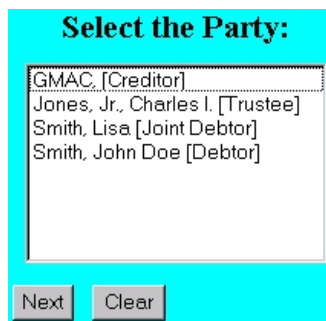
- ◆ Scroll through the options and highlight **Change of Address**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** screen displays.



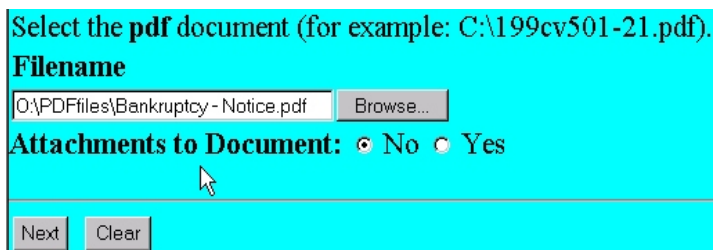
- ◆ Click in the box filing a joint notice to add the additional attorney.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party:** screen displays.



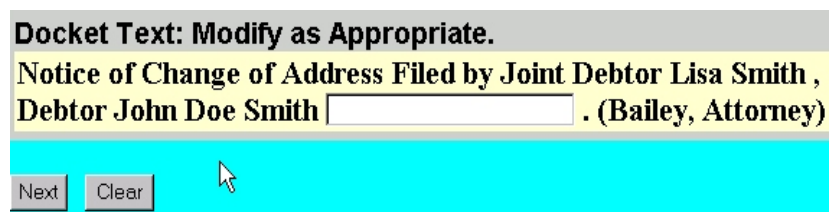
- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.

STEP 7 The **Docket Text: Modify as Appropriate** screen displays.



- ◆ Add additional text if appropriate.
- ◆ Click on the **Next** button.

STEP 8 The **Docket Text: Final Text** screen displays.

Docket Text: Final Text

Notice of Change of Address Filed by Joint Debtor Lisa Smith, Debtor John Doe Smith. (Bailey, Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the *Final Docket* text. If correct, click **Next**.
- ◆ If the *Final Docket* text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 9 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 5/28/2004 at 4:30 PM EDT and filed on 5/28/2004

Case Name: John Doe Smith and Lisa Smith

Case Number: [2:03-bk-20837](#)

Document Number: [3](#)

Docket Text:
Notice of Change of Address Filed by Joint Debtor Lisa Smith, Debtor John Doe Smith. (Bailey, Attorney)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: O:\PDFfiles\Bankruptcy - Notice.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=5/28/2004] [FileNumber=13623-0]
[0f6fcbe3f653ac314a2fad3d46e2cffaba762db3d979ffbd6ae29413d117c2b6eb6c56b28081446c6f47c7b92b0a76031e9d3608104e16e0448e4d780]]